

1. \_\_\_\_\_\_\_ are designed to organize data in columns and rows.
2. If you need to organize numerical data that may be used in calculations, you can insert an ­­\_\_\_\_\_\_\_\_ worksheet right on a slide and use Excel’s tools to work with the data.
3. Inserting an Excel \_\_\_\_\_\_\_\_\_\_\_\_\_(a spreadsheet from an Excel workbook) gives you access to all of Excel’s data manipulation and formatting tools.
4. If you want to show Excel data on a slide and have not yet created the worksheet, it makes sense to create the worksheet directly on the PowerPoint slide.
   1. A worksheet you insert in this way is ***\_\_\_\_\_\_\_\_\_\_\_*** on the slide—it is stored within the PowerPoint presentation but can be edited using the tools of its source application.
5. When you insert a worksheet using the Excel Spreadsheet command, the worksheet consists of only \_\_\_\_\_\_\_\_ visible cells. Drag the \_\_\_\_\_\_\_ or \_\_\_\_\_\_\_ sizing handle (or the lower-right corner handle) to reveal more cells.
6. When you have finished inserting data, use these handles to adjust the border to hide empty cells that would otherwise show on the PowerPoint slide.
7. You can also resize a worksheet object by clicking it once to display the heavy, \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ container border, then dragging a bottom, side, or corner of the container.
   1. This action enlarges or reduces the object itself; it does not change font size of the embedded data even though the text may look larger.
8. If you have already created an Excel worksheet and want to use the data on a slide, you have several additional options for getting it from Excel to PowerPoint:
9. Select the data in Excel, copy it to the \_\_\_\_\_\_\_\_, and paste it on a PowerPoint slide. This action pastes the Excel data as a PowerPoint table that cannot be \_\_\_\_\_\_\_\_\_ in Excel but can be \_\_\_\_\_\_\_ like any other PowerPoint table.
10. Select the data in Excel, copy it to the Clipboard, click the Paste button drop-down arrow in PowerPoint, and select \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_. In the Paste Special dialog box, choose to paste the data as an Excel worksheet object. The data is then embedded on the slide just as when you used the Excel Spreadsheet command.
11. Select the data in Excel, copy it to the Clipboard, and open the Paste Special dialog box in PowerPoint. Choose to paste link the data as an Excel worksheet object. The data is then ***­­­­­­\_\_\_\_\_\_\_\_\_\_\_***to the Excel worksheet, so that if you make a change to the worksheet in Excel, the data on the slide will also change.
12. Click the\_\_\_\_\_\_\_\_\_\_\_\_ button on the Insert tab to open the Insert Object dialog box. Here you can choose to create a new worksheet file or navigate to an existing file and paste or paste link it on the slide.
13. You can use the same procedures to copy Excel charts to slides. When simply pasted on a slide, an Excel chart can be formatted using the same tools you use to work with a PowerPoint chart.
14. The \_\_\_\_ and \_\_\_\_\_\_\_\_\_features allow you to adjust how content fits in table cells and to modify the internal structure of a table without increasing or reducing its overall width.
15. By \_\_\_\_\_\_\_\_\_\_ cells, you can position content so it spans more than one column or row. When two cells merge, all the content is retained; a paragraph break is inserted between their content.
16. Use the \_\_\_\_\_\_\_\_\_\_ feature when you want to divide a single row or column to accommodate additional entries without modifying the remainder of the table.
17. When you split a cell that contains content, the content goes with the \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_; you may choose to move some or all of the content into the new blank cell(s) after the split.
18. Merging and splitting can modify the internal structure of a table without increasing or reducing its overall width.
19. Text can be aligned both vertically and horizontally within a cell. You can also change the text’s \_\_\_\_\_\_\_\_\_\_\_\_(rotation).
20. Use the same tools to align content horizontally in a table cell that you use to align text in a text placeholder.
21. Changing alignment in table cells can improve readability as well as make a table more attractive.
22. Vertical alignment options control how content appears from top to bottom of a cell. The default option is \_\_\_\_\_\_\_ alignment. When column headings have differing numbers of lines, standard procedure is to align all headings at the bottom.
23. Use options on the \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ menu to change the orientation of text for a special effect.